

Budgets and Fiscal Planning Committee

February 6, 2017

Minutes

Voting members present: Dave Feeney, Kate Hunter-Zaworski, Denise Lach, Seunghae Lee

Voting members absent: Michelle Kutzler, Walt Loveland

Category I Proposal

- Tourism, Recreation, and Adventure Leadership
 - [Online Proposal](#)
 - [PDF Proposal](#)
 - [Supporting Documents](#)
 - There were some curriculum issues that had been addressed. Everything looks good in regards to the budget itself.
 - One member requested clarification in regards to Cascades, online and on campus. There is an attachment on the website that goes over each issue with the curriculum and how it was addressed.
 - Voting can occur with a request for clarification – are they proposing online courses? Does the addition of online courses affect the budget? Not in such a way that it would affect the budget adversely.
 - Walt voted through email
 - Motioned for approval; motion seconded; approved

Category 1 Budget Forms

- [Budget Year 1](#)
- [Budget Year 2](#)
- [Budget Year 3](#)
- [Budget Year 4](#)
 - The current budget form was reviewed and changes were discussed to update the form and make it simpler to fill out. Input on other changes was given by the committee members

Instruction Form

- The instruction form is also in need of updating. Verbiage was changed in a few of the paragraphs. There was some debate over keeping the business center contact information on the instruction sheet but it was decided that that information would stay. Some verbiage in regards to the business centers and whether or not they 'approve' vs 'review' needs to be changed to remove confusion on the role of the business centers. There is some redundant and old information that needs removing. The committee would like to provide a link to a budget narrative.
- Rather than doing a narrative for the budget, the committee is going to put together a downloadable template.

Minutes were prepared by Caitlin Calascibetta, Faculty Senate Staff